



REQUEST FOR 2004 DATA BASE CHANGES

TO: CENTRAL PAYROLL

FROM: _____
(NAME)

(CPPS ORGANIZATION CODE)

SUBJECT: REQUEST FOR 2004 DATA BASE CHANGE

DATE: _____

Instructions: This form is required for any changes made to an employee in EMPL or CPPS affecting name, social security number or home address between 12/23/04 and W-2 processing on 01/14/2005. Send this form to Central Payroll as soon as you know about the change. If you make any other change that could affect W-2 processing, please contact Central Payroll.

Please change the 2004 W-2 database as follows:

(before change) EMPLOYEE ID NUMBER: _____

(before change) NAME: _____

Please change: ☐ NAME ☐ ADDRESS ☐ SOCIAL SECURITY NUMBER
(check box for change(s) required) (enclose copy of card)

CORRECTED NAME: _____

NEW STREET ADDRESS: _____

NEW CITY: _____

NEW STATE: _____ ZIP: _____

CORRECT SSN: _____